

Pathfinder Club of the Year Guidelines

Required Forms & Events

Deadlines:	NOV 9	FEB 1	MAY 1
All reporting will be done in the Youth Ministries Management System (YMMS)	Pathfinder and Adventurers: www.padcms.org YMMS Registration System		
For any questions contact:	Zuri Scroggins: zscroggins@carolinasda.org		

NOV 9	<p><input type="checkbox"/> CLUB REGISTRATION www.padcms.org</p> <p>EVERY CLUB WILL NEED TO REQUEST AN ACCOUNT IN THE YOUTH MINISTRIES MANAGEMENT SYSTEM</p> <ul style="list-style-type: none"> This step must be completed by either the Club Director or Club Secretary Go to www.padcms.org (YMMS) Click on the bottom RED button that says "Request/Reactivate Account" The button will open a new window where the Director/Secretary will fill out information requested. They will then create a username and temporary password. Remember to Click "Save" <p><input type="checkbox"/> CALENDAR DATES www.padcms.org</p> <ul style="list-style-type: none"> Log into your YMMS account, and use the instructions from the youth web page: www.carolinasda.org/pathfinders-and-adventurers Each Club should have these items in their calendars: Club Meetings, Induction, Investiture, Pathfinder Sabbath, Inspection, Outreach Activity <p><input type="checkbox"/> DRIVER QUESTIONNAIRE CHECKLIST</p> <ul style="list-style-type: none"> A Volunteer Driver is defined as: A staff member or parent providing transportation to a Pathfinder other than their own child(ren) during the Pathfinder year. Each driver MUST fill out a Driver Questionnaire Form (DQF) and submit it to their Club Director. The DQF form is found in our web page: www.carolinasda.org/pathfinders-and-adventurers <p><input type="checkbox"/> ADVENTIST SCREENING VERIFICATION</p> <ul style="list-style-type: none"> Each adult staff member must complete their screening verification and background check. For instructions on this process go to: www.carolinasda.org/pathfinders-and-adventurers <p><input type="checkbox"/> QUARTERLY DATA REPORT</p> <ul style="list-style-type: none"> Enter quarterly data at www.padcms.org
FEB 1	<p><input type="checkbox"/> QUARTERLY DATA REPORT</p> <ul style="list-style-type: none"> Enter quarterly data at www.padcms.org Please review and update any Pathfinder information online through YMMS: www.padcms.org Make sure to enter all your events in the calendar.
MAY 1	<p><input type="checkbox"/> OUTREACH ACTIVITY REPORT</p> <ul style="list-style-type: none"> Enter your outreach report at www.padcms.org <p><input type="checkbox"/> QUARTERLY DATA REPORT</p> <ul style="list-style-type: none"> Enter quarterly data at www.padcms.org Please review and update any Pathfinder information online through YMMS: www.padcms.org <p><input type="checkbox"/> YEAR END REPORT</p> <ul style="list-style-type: none"> Enter year-end report at www.padcms.org